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Minimum Qualification Specifications
for the Classes:

DISTRICT HEALTH OFFICER I AND II
(DISTRICT HEALTH OFFICER I & II)

Basic Education/Experience Requirements:

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described below, or any other responsible administrative, professional or analytical work experience which provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements:

Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the kind and length and of the nature described in the following paragraphs or any other equivalent combination of training and experience.

Class Title	Gen Exp (Yrs)	Supv Exp (Yrs)	Adm Exp (Yrs)	Total Exp (Yrs)
District Health Officer I	1	1	1	3
District Health Officer II	1	1	2	4

General Experience: Professional experience in a public health program which demonstrated a thorough knowledge of one or more aspects of the management/administrative process. The management/administrative process includes organization and work

methods, fiscal systems, budget systems, program planning and evaluation and personnel management.

The work experience may have been in one or a combination of these areas and may have been gained in either a staff or a line position. However, in any case, it must demonstrate a high degree of analytical skill and have involved evaluating and improving elements of the managerial/administrative process such as policies, systems, work methods and practices.

Further, the experience must have involved the independent conduct of assignments involving the full range of difficulty, if the experience was gained in a staff capacity, (e.g., program specialist, operations research, budget analyst, personnel specialist, etc.).

Finally, the experience must demonstrate that the applicant possesses knowledge of public health programs, plans, policies, procedures, etc.

Supervisory Experience: Work experience which involved supervising a professional staff in a public health program. The experience must have provided applicant's knowledge of supervisory principles and practices and demonstrated the ability to: 1) plan, organize and direct the work of others; 2) assign and review their work; 3) advise them on difficult problem areas; 4) time and schedule their work; 5) train and develop new employees; and 6) discipline them when necessary.

Such work experience must also indicate the applicant's exposure to administrative processes associated with program planning, organization, staffing, coordination, evaluation, reporting and budgeting.

Administrative Experience: Responsible experience which involved active participation and major responsibility for the development, management, execution, and coordination of a statewide public health program or the management, execution and coordination of a public health program with comparatively large professional work force in the public health district of the State, encompassing a county-wide area. The work must have demonstrated responsibility for the formulation of policies and/or guidelines and the general framework of procedures governing the assigned program and demonstrated knowledge of and the ability to apply public health laws and regulations.

Substitutions Allowed:

1. Possession of a master's degree in public health administration may be substituted for the one (1) year of General Experience required.
2. Excess supervisory or administrative experience of the type and quality described above may be substituted for the General Experience on a year-for-year basis.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities will not automatically result in disqualification. Those applicants who demonstrate that they are capable of

performing the essential functions of the position with or without reasonable accommodation will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director of Human Resources Development.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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This is a change in title for the classes DISTRICT HEALTH ADMINISTRATOR I AND II approved on August 1, 2000, to DISTRICT HEALTH OFFICER I and II.

DATE APPROVED: 11/1/01

DAVIS K. YOGI
Director of Human Resources Development